How to Guide to Accessing Our Online Events/Classes After Booking on Eventbrite.

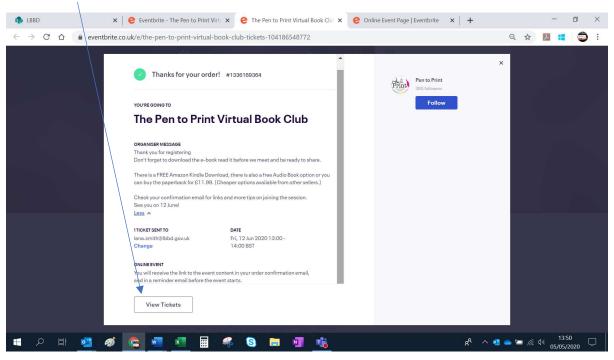
From the Booking Confirmation Screen there are two options

Option 1 Click More

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	Thanks for your order! #1336169364 Pen to Print Side followers		
	VOUTRE GOING TO The Pen to Print Virtual Book Club ORGANISER MESSAGE Thank you for registering Dan't forget to download the e-book read it before we meet and be ready to share.		
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	ONLINE EVENT You will receive the link to the event content in your order confirmation email, and in a reminder anail before the event starts. View Online Content		
	View Tickets		
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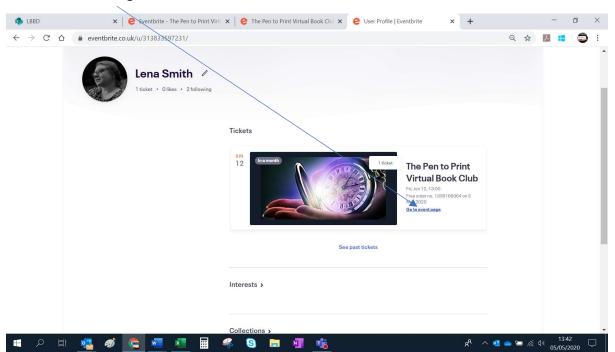
To See more of the message on the confirmation page.

Click View Tickets



You will see the page below

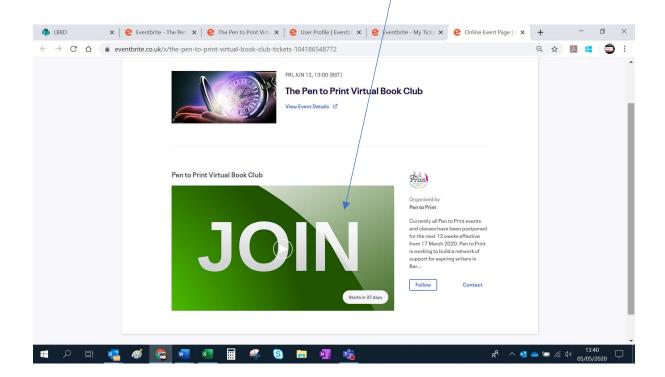
Click Go to event Page



You will see this page Click View Links

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	Free order no. 1336169864 Friday, 12 June 2020 from 1							
	View Links 🚩	General Admission		/ Edit				
	Cancel Order	Contact Information						
	Contact The Organiser	First Name *						
		Lena Surname *						
		Smith						
		Email * lena.smith@lbbd.gov.uk						
		Delivery Method eTicket						
	← Back to Current Orders							
	Use Eventbrite	Plan Events	Find Events					
	How it Works	Music	London Events	Contact Support				
	Pricing Eventbrite Mobile App	Consumer Shows Food & Drink	Manchester Events Birmingham Events	Contact Business Development				
	Eventbrite Organiser App	Charities	Bristol Events	• Twitter				
	For Large & Complex Events	Conference Management Software	Liverpool Events	Facebook		. 13:4	2	
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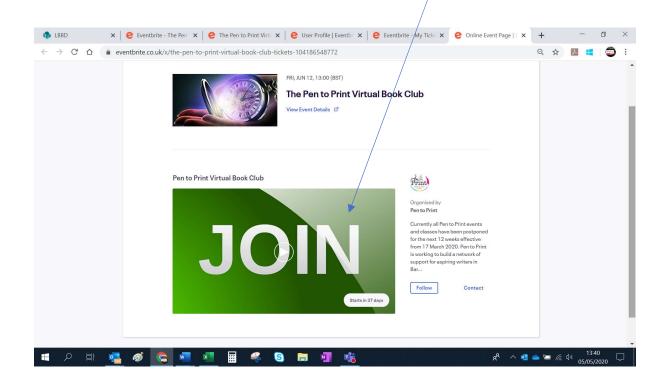
This will take you to the Join Event Page Click the Video Link JOIN



Option 2, Click View Online Content

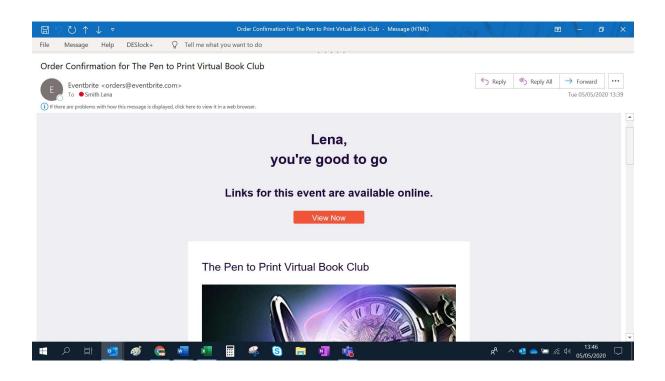
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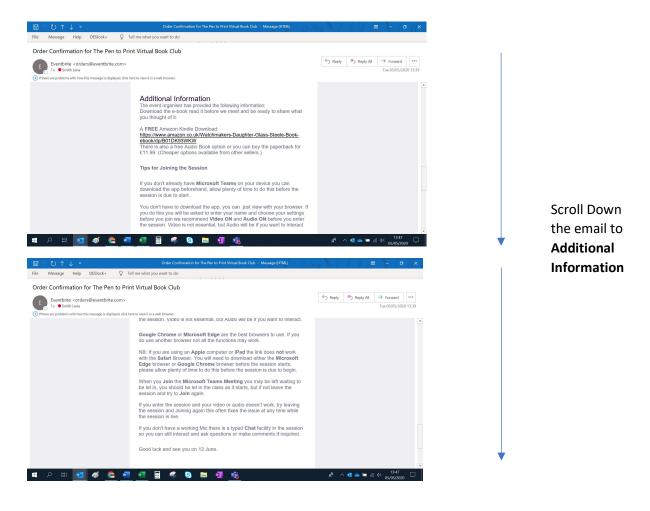
s will take you directly to the Join Event Page Click the Video Link JOIN



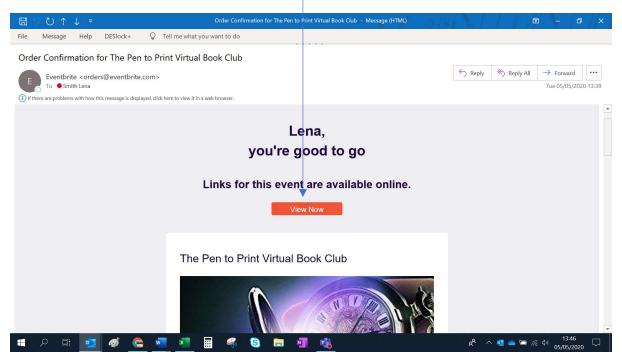
Join from your Confirmation email

Firstly, scroll down for more information about your event in **Additional information** this will have any special information that will help you join and get the best experience from our Online event/class.



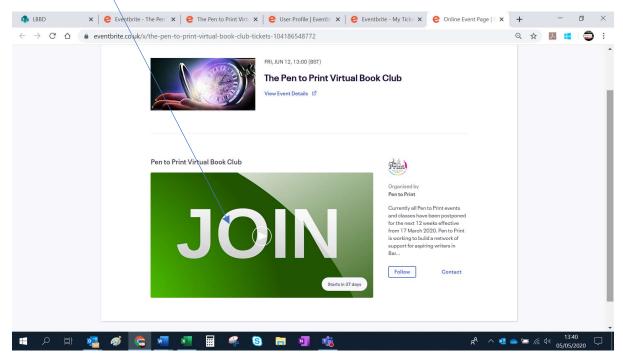


Scroll back to the top of the email and Click View, Now



This will take you directly to the Join Event Page

Click the Video Link JOIN to access the event



This will take you to the Join page for the Microsoft Teams Meeting

Either

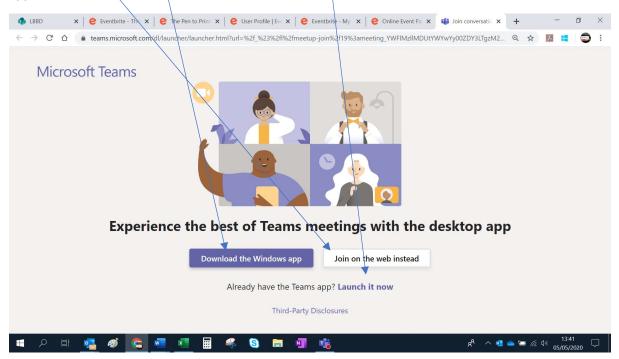
Click **Download the Windows app** if you want to download Microsoft Teams software app for the best experience.

or

If you already have the app installed, Click Launch it now

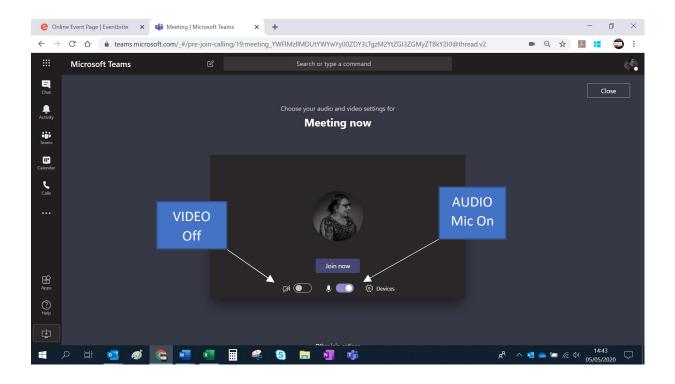
or

Click **Join on the web** to access the event through your browser without the need to download the app software.



The **Join on the web** option has limited functions You *must* choose to enable your video and audio mic settings *before* joining the session if you want to be seen or heard. Then Click **Join now**. (In the example below the Video is Off and Audio Mic On)

If you want to change these setting during the session you will need to leave the session. Set the desired option and click **Join now** to re-join.



If you already have Microsoft Teams installed, you may see the pop-up Open Microsoft Teams?

If you see this Click Open Microsoft Teams

